



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 12451.1

09A

15 Jun 07

### NAVY MEDICINE EAST INSTRUCTION 12451.1

From: Commander, Navy Medicine East

Subj: CIVILIAN INCENTIVE AWARDS PROGRAM

Ref: (a) BUMEDINST 12451.4A  
(b) HRO Manual, Chapter 451

Encl: (1) Outstanding Civilian Employee of the Year Program  
(2) Time-Off Awards Scale  
(3) Recommendation for Incentive Award

1. Purpose. To provide implementing guidance on the Department of the Navy's (DON) Civilian Awards Program. The purpose of an incentive awards program is to motivate employees to increase productivity by recognizing creativity in the workplace and by rewarding employees and groups of employees when contributions are made.

2. Background. Following the introduction of the new DON Performance Management Program as outlined in reference (a), additional guidance is provided to assist department heads and supervisors in understanding the relationship between DON's two-level performance management program and the civilian awards and recognition program. Reference (b) provides guidance regarding the various types of awards that may be utilized in recognizing civilian employees based on various accomplishments.

3. Cancellation. HLTHCARESUPPONORINST 12450.1A

4. Discussion

a. Reference (a) states that Bureau of Medicine and Surgery (BUMED) activities will not link individual annual performance ratings and monetary awards. Monetary awards will not be based exclusively on an individual's annual performance rating of "Acceptable." The criteria and justification procedures for civilian awards are outlined in reference (b).

15 Jun 07

b. The annual civilian awards budget will be set each year based on a recommendation from the command's Awards Committee and approval by the Chief of Staff (COS). This budget will encompass Special Act Awards, On- the-Spot Awards, Performance Awards, Civilian of the Year Awards, and Time-Off Awards. Each Deputy Chief of Staff (DCOS) will receive an allocation of the total awards budget funds available for civilian monetary awards set each fiscal year. The funds will only be available from 1 October to 30 September of each fiscal year. Deputies may not exceed their annual civilian award authorization unless approved by the COS via the Awards Committee.

c. The Awards Committee will meet at least quarterly or, in the case of award recommendations which have been submitted for approval, at the call of the Chairman.

d. The use of honorary awards such as letters of commendation, plaques, and medals is encouraged. Discretion must be used on the value of this type of recognition, as these awards should cost less than \$50.00. Although these types of awards generally are limited in cost, they provide a means to recognize an employee's overall value to an organization and recognize valuable contributions that have been made.

e. Quality step increases (QSIs) affect an individual's base salary and have cost implications beyond the fiscal year in which the QSI is granted. Recommendations for QSIs should only be based on contributions which merit extraordinary levels of recognition. Recommendations for QSIs will be presented at the Awards Committee Meeting for a recommendation of approval/disapproval to be forwarded to the COS.

## 5. Monetary Awards

a. Special Act Award. A Special Act Award is a monetary award which may be used to recognize a group or individual effort that goes beyond expected job performance. Special act awards are used to recognize exceptional accomplishments such as an outstanding achievement, and may be given at any time. Deputies have approval authority up to an amount equal to 16 hours of the employee's salary. Amounts above the 16 hour equivalent will be

forwarded to the COS via the Awards Committee. Per reference (a), the COS has approval authority for individual awards up to \$5,000. The appropriate award amount is based on tangible and intangible benefits per appendices C and D of reference (b). Individual awards greater than \$5,000 must be forwarded to the Secretary of the Navy (SECNAV) via the DON Awards Review Panel. SECNAV (or Acting SECNAV) is the only approving authority for these types of awards per reference (b). Local approval must first be obtained by the COS via the Awards Committee.

b. On-the-Spot Award. A special act or service award designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-spot awards range from \$25 to \$750, commensurate with the nature of the service or act recognized. On the spot awards equivalent to 16 hours of the employee's salary may be approved at the deputy level. Awards above the 16 hour equivalent will be forwarded to the COS via the Awards Committee.

c. Performance Award. A performance award may be granted to employees for sustained performance for individual, team, or organizational achievements of high quality, significantly above that expected at the "Acceptable" level. This type of recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Accomplishments may include, but are not limited to:

- (1) Exceptional program or project management
- (2) Individual or team work that results in a high quality project or service to a customer
- (3) Other high quality performance significantly above what is expected at the "Acceptable" level and consistently sustained over a period of time
- (4) Civilian of the Year. The award period for Civilian of the Year is based on the calendar year. Overall operation and administration of the award is under the direction of the COS and exercised through the Awards Committee. A \$2000 monetary award,

15 Jun 07

Letter of Commendation, and command plaque will be presented to the recipient at an appropriate ceremony. Enclosure (1) contains specific criteria and format.

(5) Time-Off Awards. Although time-off awards provide the recipient with time off from work rather than a monetary award, the monetary value of these awards (number of hours x employee's salary) is still deducted from the yearly total allotted to deputies. Up to sixteen hours time off may be awarded at the deputy level. Anything more than sixteen hours will be forwarded to the COS via the Awards Committee for approval/disapproval.

5. Recommending and Processing Awards


a. Time-Off Awards. The time-off awards scale is in enclosure (2) and the award format in enclosure (3). Award recommendations within the deputies' authority will be forwarded to the DCOS, Human Resources via the Deputy Comptroller. Other awards will be forwarded to the Chairman of the Awards Committee.

b. On the Spot and Special Act Awards. On-the-spot and special act awards within the deputies' approval authorities will be forwarded to the DCOS, Human Resources via the Deputy Comptroller. Awards needing the COS's approval will be forwarded to the Chairman of the Awards Committee. If approved by the COS, the award recommendation will be processed per reference (b). Enclosure (3) contains format and information regarding monetary awards.

c. Performance Awards may be determined using a specific dollar amount or a percentage of basic pay. Awards granted as a percentage of basic pay may not exceed ten percent of the employee's annual rate of basic pay and are subject to the approval authorities per reference (b). The rate of basic pay will be determined without taking into account any locality-based comparability or interim geographic adjustment. Awards between ten and twenty percent of an employee's annual rate of basic pay must be approved by SECNAV. Awards falling within the deputies'

NAVMEDEASTINST 12451.1  
09A  
15 Jun 07

approval authority will be forwarded to the DCOS, Human Resources via the Deputy Comptroller. All other awards will be forwarded to the Chairman of the Awards Committee. Enclosure (3) contains format and information regarding monetary awards.

  
P. H. NETZER  
Chief of Staff

NAVMEDEASTINST 12451.1  
09A  
15 Jun 07

This Page Left Intentionally Blank.

NAVMEDEASTINST 12451.1  
09A  
15 Jun 07

#### OUTSTANDING CIVILIAN EMPLOYEE OF THE YEAR AWARD PROGRAM

Overall operation and administration of the Outstanding Civilian Employee Award Program is under the direction of the COS and exercised through an Awards Committee made up of the Deputy Chiefs of Staff (DCOS) with the Assistant COS as the Chairman.

Civilian personnel in all pay grades may be considered for nomination. Nominees must be permanent Civil Service employees of this command. Military, civilian, or contractor staff may submit award nominations.

Using the nomination format (Attachment A of this enclosure), the following criteria will be evaluated in the nominations:

- Professional Knowledge - Technical knowledge and practical application
- Personal Job Accomplishment - Responsibility and quality of work
- Initiative - Pro-active, self-motivating actions
- Teamwork - Contributions to team building and team results

Using the format in Attachment B, the Awards Committee will meet no later than 31 January to select the Outstanding Civilian Employee of the Year. Following selection, the deputy of the selected employee will prepare a Letter of Commendation for the Commander's signature. The Administrative Support Department will order a command plaque and process the monetary award.

Enclosure (1)

NAVMEDEASTINST 12451.1  
09A  
15 Jun 07

NOMINATION FORMAT

*Date*

From:

To: Chairperson, Outstanding Civilian Employee Awards Committee

Subj: NOMINATION FOR OUTSTANDING CIVILIAN EMPLOYEE OF THE YEAR  
AWARD

1. The following individual is nominated for the Outstanding  
Civilian of the Year Award for the period of *(date)*.

- a. Name:
- b. Grade:
- c. Department/Division:
- d. Position Title:

2. Justification for nomination is as follows: *(Comment on each  
criterion.)*

- a. Professional Knowledge
- b. Personal Job Accomplishment
- c. Initiative
- d. Teamwork

*Signature*

Attachment A



EVALUATION MATRIX

Evaluation of the nominees will be on the following criteria:

Criteria	Maximum Points
Professional Knowledge	20
Personal Job Accomplishment	30
Initiative	25
Teamwork	25

Nominee					
Professional Knowledge					
Personal Job Accomplishment					
Initiative					
Teamwork					
Total					

Name of Evaluator: \_\_\_\_\_

NAVMEDEASTINST 12451.1

09A

15 Jun 07

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization	Number of Hours
<b>Moderate:</b> (1) A contribution to a product, activity, program, or service which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operation principles or procedures.	1 to 10
<b>Substantial:</b> (1) An important contribution to the value of a product, activity, program, or service. (2) Significant change or modification of operating principles or procedures.	11 to 20
<b>High:</b> (1) A highly significant contribution to the value of a product, activity, program, or service. (2) Complete revision of operating principles or procedures with considerable impact.	21 to 30
<b>Exceptional:</b> (1) A superior contribution to the quality of a critical product, activity, program, or service. (2) Initiation of a new principle or major procedure with significant impact.	31 to 40

Enclosure (2)

## RECOMMENDATION FOR INCENTIVE AWARD

*Information pertaining to awards may be found in the HRO manual Chapter 451.*

☐ Special Act: Amount \$ \_\_\_\_\_ ☐ On the Spot: Amount \$ \_\_\_\_\_

☐ Quality Step Increase ☐ Time-Off: Hours \_\_\_\_\_ to be used by \_\_\_\_\_  
(1 year maximum)

EMPLOYEE: \_\_\_\_\_ SSN: \_\_\_\_\_  
(If the award is for more than one individual, attach a list of names with SSN and award amount for each.)

ACTIVITY: Navy Medicine East UIC: 68908

UIC of Recommending Official: \_\_\_\_\_  
(If UIC is different from recommended employee(s), please provide accounting appropriation on next line.)

Accounting appropriation: \_\_\_\_\_

## TANGIBLE/INTANGIBLE ESTIMATE OF BENEFITS

A. Tangible Benefits. Approximate tangible value of benefit or saving: \$ \_\_\_\_\_

B. Intangible Benefits

(1) Value \_\_\_\_\_ Moderate \_\_\_\_\_ Substantial \_\_\_\_\_ High \_\_\_\_\_ Exceptional

(2) Extent of Application \_\_\_\_\_ Limited \_\_\_\_\_ Extended \_\_\_\_\_ Broad \_\_\_\_\_ General

## JUSTIFICATION FOR AWARD:

\_\_\_\_\_  
Recommending Official's Signature

\_\_\_\_\_  
Approving Official's Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Enclosure (3)